



Starport NASA Exchange – JSC Recreation Aide Job Description

Position Title: Recreation Aide Job Description (Part-Time)

Reports To: Sports and Recreation Manager

General Summary

Starport NASA Exchange-JSC is looking for highly-motivated, active, and creative individuals to lead children typically in a group of 8-10 in a variety of recreational activities; to assist in the use of Gilruth Center and to enforce youth programming rules and regulations.

Starport Services is a quality-of-life program that directly supports the mission of the Johnson Space Center by providing a variety of support activities and employee services. Included are wellness programs, fitness and recreational services, food and vending services, retail operations, employee activities and convenience services.

Times

Sunday-Saturdays (times varies between 7:15am – 10:15pm)

Major Duties and Responsibilities

- Supervise youth ages 5-15
- Plan, conduct and instruct recreational activities such as sports, games, dance exercise, arts and crafts and other activities
- Participate enthusiastically in all activities including birthday parties, Parents' Night Out events, day camps, gym child care and special events
- Provide information and assistance to parents; explain center and program policies, procedures.
- Follow all Starport NASA Exchange-JSC rules, policies, and guidelines
- Document and report all behavior incidents, accidents and injury to supervisor
- Demonstrate a positive attitude through courtesy, service, cooperation, hospitality, sensitivity, and professionalism to program participants and parents
- Maintain health and safety standards
- Assist in maintenance and cleaning of center as needed
- Attend scheduled meeting and trainings
- Perform other duties as assigned

Minimum Qualifications

Age:

- 18 years or older

Education:

- High school diploma or GED

Experience:

- A minimum of one (1) experience working with youth ages 5-15 in a recreation or childcare setting preferred

Licenses:

- Current CPR/AED and First Aid certification

Knowledge, Skills, Abilities and Other Characteristics:

- Ability to work well with children
- Desire to be a positive role model
- Ability to build relationships with program participants
- Able to maintain energy and enthusiasm throughout the day
- Ability to resolve conflicts in a professional, tactful manner
- Excellent interpersonal skills
- Excellent time management and organizational skills
- Able to instruct recreational program or classes in assigned area of responsibilities
- Secure safety of assigned area and identify potential hazards
- Communicate clearly and concisely, both orally and in writing

Must be able to pass NASA background check.

Salary: \$7.85-\$8.00/hour

If you are interested in applying for this position, please submit your resume and application via email or fax to Samuel L. Miller Jr, Sports and Recreation Manager.

Phone: 281-483-0317 | Email: samuel.l.miller@nasa.gov | Fax: 281-244-0575